

DRAFT DIRECTIVE TRANSMITTAL
WORKFORCE INVESTMENT ACT

Number: WIADD-136

Date: February 27, 2007

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: REGIONAL AND LOCAL INCENTIVE AWARDS

☒ **IMMEDIATE ACTION**

Bring this draft to the attention of the appropriate staff.

☒ **E-MAIL COPY TRANSMITTED**

Number of pages (including coversheet): 5

If there are any problems with this transmittal, please call the Pagemaster at 916/654-8008.

SUBJECT MATTER HIGHLIGHTS:

This directive introduces the *Business Services Policy Framework* adopted by the California Workforce Investment Board in November 2006, which includes the business services criteria and indicators, and will serve as the basis for awarding Regional and Local Incentive Awards for Program Year 2006-07.

This draft directive will supersede WIA Directive WIAD05-11, dated December 2, 2005. The revisions to this directive are viewed as highlighted text.

Please review and comment on the attached draft directive.

COMMENTS ARE DUE BY:

3/13/2007

Comments can be submitted through one of the following ways:

- 1) **Fax** — CWIB, Attention: **Elsa Ruiz-Duran** at 916/324-3068
- 2) **E-Mail** — eruiz-duran@cwib.ca.gov (Include "draft comments" in the subject line)
- 3) **Mail** — CWIB / 777 12th Street, Suite 200, Sacramento, CA 95814

All comments received by the end of the comment period will be considered before the final directive is issued. However, we will not be able to individually respond to comments. **Comments received after the specified due date will not be considered.**

If you have any questions, contact Elsa Ruiz-Duran at (916) 324-2950.

DRAFT DIRECTIVE

WORKFORCE INVESTMENT ACT

Number:

Date:

CWIB/69:162:cs:10744

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: REGIONAL AND LOCAL INCENTIVE AWARDS

EXECUTIVE SUMMARY:

Purpose:

The purpose of this directive is to describe the California Workforce Investment Board's (State Board) policy and procedures for the Local Workforce Investment Boards (local boards) that apply for regional cooperation or local coordination (RC/LC) incentive awards.

Scope:

This directive applies to local boards ONLY.

Effective Date:

This directive is effective upon release.

REFERENCES:

- Workforce Investment Act (WIA) Section 134(a)(2)(B)(iii)
- Title 20 Code of Federal Regulations (CFR) Sections 662.310 and 666.400
- California Workforce Investment Board, Business Services Policy Framework

STATE-IMPOSED REQUIREMENTS:

This directive contains some State-imposed requirements. These requirements are indicated by ***bold, italic*** type.

FILING INSTRUCTIONS:

This directive supersedes WIA Directive WIAD05-11, dated December 2, 2005. Retain this directive until further notice.

BACKGROUND:

Under WIA, states are required to reserve funds for incentive awards to Local Workforce Investment Areas (LWIA) for regional cooperation among local boards or local coordination of WIA activities, and for exemplary performance by local boards for meeting their local performance measure goals [WIA Section 134(a)(2)(B)(iii)]. This directive addresses the RC/LC incentive awards ONLY.

POLICY AND PROCEDURES:

The State Board approved the Business Services Policy Framework (Framework) at the November 30, 2006 meeting. The policy defines *business services* as:

Business services are the services that ensure the success of local business and economic growth. A business service strategy includes listening to the business, identifying solutions and brokering services to ensure the success of local businesses and economic growth.

The RC/LC incentives will be awarded to applicants that demonstrate current or planned activities in support of Business Services as defined by the Framework adopted by the State Board.

General Information:

The State Board will accept applications for an RC/LC incentive award for an existing or a planned project that supports the *Business Services Criteria (Attachment, Appendix A)*. A local board may be a partner to one regional cooperation application, or may independently submit one local coordination application. However, a local board will be eligible for an incentive award in one category only.

Completing a Memorandum of Understanding (MOU) with all local partners is a priority for the State. Therefore, local boards that do not have a MOU with all of the required partners are not eligible for a State incentive grant for local coordination of activities per Title 20 CFR Section 662.310. However, the State will consider for eligibility a demonstration of "best efforts" by the local boards to secure MOUs.

The local chief elected official (CEO) of a unit of general local government designated as a local area shall be liable to the Employment Development Department (EDD) for all funds not expended in accordance with the WIA, and shall return to the EDD all of those funds. If there is more than one unit of general local government in a local area, the CEO will be an individual designated under an agreement executed by the CEOs of the local units of government.

The designated local board participating in a local area eligible effort must sign the application and the associated CEOs or their designees must accept fiscal

responsibility for the incentive funds they receive. Two copies of an RC/LC application with original signatures and four copies must be submitted to the State Board. In the case of a regional application, only one local board needs to submit the required copies for the other local board partners.

Application Process:

Applications must be mailed or delivered to:

California Workforce Investment Board
ATTN: Elsa Ruiz-Duran, WIA Incentive Awards
777 12th St., Suite 200
Sacramento, CA 95814

- Applications are due and must be received by **3 p.m. on April 13, 2007**. Late applications will not be considered for an award.
- The State Board will accept hand and courier-delivered applications between 8 a.m. and 5 p.m. daily, excluding Saturdays, Sundays and State holidays, up to the final filing date and time. Exceptions will not be considered.
- Original signatures are required; therefore, faxed or electronically transmitted applications will not be accepted.
- There are no appeal rights.
- Applicants must use the Application Instructions and Forms attached to this directive.

Selection Process:

A technical review panel will evaluate each local board application based on the *Business Services Criteria (Attachment, Appendix A)* and narrative components discussed in the *Application Instructions and Forms Supplement*. The panel will provide summary scoring results and recommend qualifying applicants for the awards.

Requirements

Services to participants that are funded with the local board's incentive award are subject to WIA performance measures. Local areas must have achieved at least 80 percent of all core performance measures for the 2005-06 program year. For the regional cooperation incentive awards, the State will consider the regional performance for the partnerships that are applying, and average the performance measures for the entities involved in each cooperative request.

In addition to meeting 80 percent of core performance measures, the State Board will evaluate to what extent the award applicant demonstrates effective strategies to meet the expectations described in the *Business Services Criteria (Attachment, Appendix A)*.

Funding

The total amount available for the RC/LC incentive awards is \$420,000; a maximum of six awards will be granted. The State Board reserves the right to adjust the award amounts based upon the number of projects selected to receive RC/LC incentive awards.

ACTION:

Bring this directive to the immediate attention of affected staff and local board members.

INQUIRIES:

If you have any questions, please contact Elsa Ruiz-Duran at (916) 324-2950 or by e-mail at eruiz-duran@cwib.ca.gov.

BOB HERMSMEIER
Chief
Workforce Services Division

Attachment is available on the Internet:

[Regional and Local Incentive Award Application Instructions and Forms Supplement](#) (DOC)